



TREASURY DEPARTMENT

WASHINGTON, D.C. 20220

DIRECTOR OF
ADMINISTRATIVE SERVICES

Administrative Circular No. 159

Supplement No. 3

November 17, 1967

To: Heads of Bureaus,

Treasury Department

Subject: Availability of Treasury records pursuant to Treasury regulation 31 CFR 1.4(b)

The purpose of this supplement is to advise on the interpretation of paragraph 1.4(b) of 31 CFR which provides, in part:

"If a record is of concern to another Federal agency or body whose interest in the record is paramount, the request shall be referred to that other agency or body for determination; the person requesting the record shall be advised of the referral, and the record shall be made available or not in accordance with that determination."

Certain documents in Treasury possession may qualify as records of or of primary concern to other Government agencies or bodies (such as the Congress of the United States or particular Members thereof). When such a determination is made, the information may be made available only in conformance with section 1.4(b). Correspondence between the Department or its agencies and individual Members of Congress should be considered as of primary concern to the Members and made available only with their permission.

In addition, the Civil Service Commission controls the disclosure of certain personnel records in the physical custody of the Department. In particular, the Commission has a paramount interest in the Official Personnel Folders of Government employees. Where a subpoena or other judicial order is served on a Treasury officer or employee for information in an Official Personnel Folder, which information is not authorized to be made available by the officer or employee pursuant to the



Keep Freedom in Your Future With U.S. Savings Bonds

Commission's regulations in 5 CFR Part 294, the Folder and subpoena are to be forwarded immediately to the General Counsel of the Commission and the person who applied for the subpoena should be informed of the referral; see 5 CFR 294.108(c)(2).

A handwritten signature in dark ink, appearing to read "Paul McDonald". The signature is fluid and cursive, with the first name "Paul" and last name "McDonald" clearly distinguishable.

Paul McDonald
Director of Administrative Services